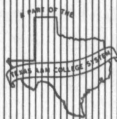
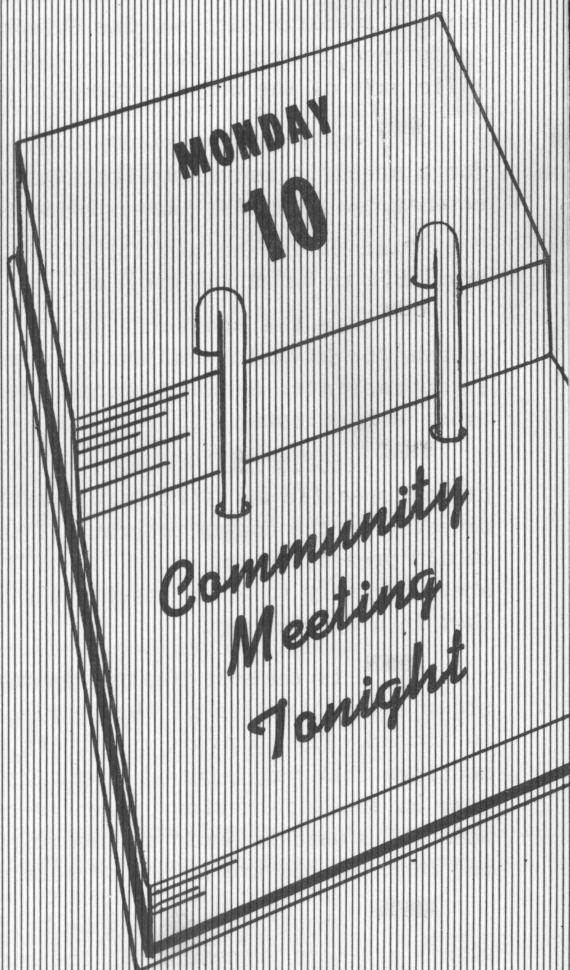


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Reprint

Make Your Meetings Worthwhile



THE AGRICULTURAL AND MECHANICAL
COLLEGE OF TEXAS
TEXAS AGRICULTURAL EXTENSION SERVICE
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MAKE YOUR MEETINGS WORTHWHILE!

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DO YOU HAVE TROUBLE planning and presenting educational meetings? Most meetings are costly, not only for the persons who must plan them, but also for those who leave their work to attend meetings.

This leaflet is designed to help you have meetings that are planned efficiently, properly timed and serve as an effective teaching method.

ASK YOURSELF THESE QUESTIONS

WHY have a meeting? Each meeting should serve a specific purpose. Its objectives should be defined clearly. Usually it should be a specific part of the county extension program.

WHO will be involved? Programs planned for a specific audience likely will have good attendance. Pin-point the audience first!

Plan early and aim for the best persons available to be on the program.

WHO are the sponsors? In choosing a co-sponsor for Extension activities select one that is appropriate. Be fair! Avoid showing favor among competitors.

WHAT should the program include? It should present specific and reliable information related directly to the county program. If possible, it should present new and useful information. People are more likely to attend meetings that interest them in a special way.

WHEN is the best time for the meeting? Consider the activities of the people you expect to attend. Try to avoid conflicts with other meetings that may interest them. Time the program so the information presented can be used when it is needed. Avoid day meetings when farm and ranch people are in a busy season.

WHERE should the meeting be held? Meetings always are more successful in the most comfortable, convenient place available. Consider carefully the audience and the physical needs of the program. The meeting place should be large enough

for the maximum estimated crowd. It should be appropriate to the program and audience. A central location will encourage attendance.

APPOINT COMMITTEES

One informal committee usually is sufficient to plan and conduct small meetings. However, if a program is to be presented before a large group and if food is to be served, consider the following:

Program Committee. This committee should be responsible for planning the program, securing the speaker, arranging for entertainment and coordinating the activities of all other committees.

Publicity Committee. Advance planning is important for the most effective publicity. Membership on this committee should include the professional press, radio and television people in the community. The program committee should give this committee accurate information in time for it to be used effectively. Proper timing of publicity is essential.

Attendance Committee. This committee is responsible for notifying each person in the potential audience about the meeting. Personal contact is the best means; however, this is not always practical. Membership on this committee should be well acquainted with the group expected to attend. If committee members know the group or belong to it, they will know the best way to get good attendance. Certain types of short-courses, workshops, training meetings or dinners lend themselves to advance registration. This might be necessary if a registration fee is charged or if facilities are limited. Written invitations or tickets frequently are issued to those who are wanted at the meeting.

Arrangements Committee. Many meetings fall short of success because of poor facilities and haphazard planning. Have the right equipment on hand and make sure it is in working order.

Finance Committee. If expenses are involved, the sponsors may agree to underwrite the costs. Otherwise, a committee may be appointed to raise necessary funds.

Food Committee. A complimentary meal attracts many people, but it takes more than good food to make a meeting worthwhile. If food is to be served, a committee should handle the details of planning, preparing, serving and cleaning up. This committee should be large enough to handle the various jobs. Every community has several persons who can give leadership to this committee. They should be someone other than the county extension agents. Some groups solve the food problem by engaging a caterer.

CHECK LIST FOR PLANNING A MEETING

- () Has sufficient time been allowed for good planning?
- () Is the purpose of the meeting clearly stated and understood?
- () Has the meeting been timed for maximum use of the information that will be presented?
- () Have conflicts been avoided?
- () Does the chairman of each committee understand and accept his responsibility?
- () Are the persons on the program the best available to achieve the purpose?
- () Has each person on the program been provided a copy of the program and briefed on:
 - purpose of the meeting?
 - contribution he is to make?
 - time he has been allowed?
 - date, time and place of the meeting?
 - composition and size of expected audience?
 - limitations of the meeting place?
 - other information that will help him do his best?

() Has each person on the program been asked for:

- news story and photo for publicity?
- list of equipment or facilities he will need?
- information about how, when and where he will arrive?

() Is the person who will preside capable and well informed about:

- purpose of the meeting?
- the sponsors?
- the agenda?
- correct names, titles and qualifications of speakers?
- important guests who should be introduced?

() Has adequate publicity been given about:

- program, sponsors and working committees?
- persons on the program, their background and qualifications?
- date, time and place of meeting?
- alternate plans for out-of-door meetings in event of bad weather?

() Has the meeting place been checked for:

- keys to the building?
- seating capacity?
- heating or cooling systems?
- suitable speaker's stand?
- suitable sound equipment?
- electrical outlets for visuals and equipment?
- drinking fountains or cold drink dispensers?
- well-identified rest rooms?
- light control?

() Is the visual equipment in good working order with spare bulbs, extension cords and capable operators?

() Has someone been designated to meet out-of-town guests or speakers and introduce them to the person presiding?

() Would there be any advantage in having registration of those attending?

() If food is to be served, is the source, quantity, quality and service dependable?

- () Have plans been made for an alternate course of action if the program falls through at the last minute?

CHECK LIST AFTER THE MEETING

- () Has appreciation been expressed to those who were on the program?
- () Has appropriate publicity been released about the meeting while it is still NEWS?
- () Has each person who contributed to the success of the meeting been recognized for his effort in an appropriate way?
- () If the meeting failed to achieve the stated purpose, did it result from poor planning?
- () Has each committee completed its assignment and closed its business?
- () Was the meeting place left in satisfactory order?
- () Was all borrowed or rented equipment promptly returned in good order?
- () Did the meeting begin and end on time?



If you ---

- Plan well,
- Follow through
- and
- Evaluate results,

Your meetings will be worthwhile!